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Executive Registry

70-2891

4 June 1970

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1 - 31 May 1970

1. The workload in May 1970 was 60,312 items, 16% less than May of last year. For the eleven months of FY 1970, our workload is 9% less than the same period in FY 1969.

2. As of 31 May 1970 we had an assigned strength of [REDACTED] making 25X1A
us three short of our authorized strength for FY 1971 [REDACTED] 25X1A

25X1A

3. On May 6, 7, and 8, [REDACTED] attended the Spring Joint Computer Conference in Atlantic City, New Jersey. The conference provides an over-view of the computer industry. Emphasis is on new and improved methods and technology and proved to be both interesting and informative.

4. On May the eleventh, the IBM Company demonstrated their Magnetic Card Selective Typewriter. The equipment employs a magnetic card to automatically prepare and revise material that requires repetitive typing. Consideration is being given to leasing it for use in the maintenance of the cable requirements and Prescribed and Limited Dissemination SOP's. The machine has merit in terms of our security, ease of making changes, and speed.

25X1A

5. On 19 May, [REDACTED] visited the A&M showroom in Washington, D. C. Purpose of the visit was to examine the AMCD which is an automatic high-speed duplicating machine. One machine has been leased on a trial basis to determine its usefulness in our operating environment. Mr. Larson, Director of Federal Government Marketing, was again informed of our dissatisfaction with service (primarily the lack of spare parts) for our present A&M equipment.

25X1A

Cable Secretary

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